



Inspire Education Trust

Together we achieve, individually we grow

Candidate Identification Policy 2025-2026

Blue Coat CE Secondary School

Policy Date: September 2025

Review Date: September 2026

Document History

Version	Status		Date	Author	Summary Changes
V1			September 2023	Kelly Jobson	Updated to Reflect JCQ changes 2023-2024
V2			September 2024	Kelly Jobson	Updated to reflect JCQ changes 2024-2025 Highlighted in yellow
V3			September 2025	Kelly Jobson	Updated to Reflect JCQ changes 2025-2025 Highlighted in yellow

This procedure is reviewed and updated annually to ensure that procedures to verify the identity of all candidates that are entered for examinations or assessments at Blue Coat School are managed in accordance with current requirements and regulations.

References in this procedure to GR and ICE refer to the JCQ publications **General Regulations for Approved Centres** and **Instructions for conducting examinations**.

1. Purpose of the Procedure

The purpose of this procedure is to confirm that **Bluecoat School**:

- Verifies the identity of all students entered for examinations or assessments (GR 5.6).
- Has robust processes in place to ensure all candidate identities have been checked (GR 5.6).
- Has written procedures to verify the identity of all candidates at the time of the examination or assessment (GR 5.9).
- Complies with the updated JCQ ICE 2024/2025 guidance, including the reworded section ICE 16.1: "Procedure detailing how the identity of all candidates sitting examinations is confirmed."

2. Process to Check Candidate Identity

Internal Candidates

- The identity of students on roll is verified during initial registration.
- The local authority completes identity checks before students arrive at Bluecoat School.

Private Candidates

- Identity is verified using photo ID (e.g. passport or driving licence), as per GR 5.6.

3. Procedure Detailing How the Identity of All Candidates Sitting Examinations is Confirmed

Desk cards with photographs are used for internal candidates. These include:

- Full name
- Year group
- Candidate number
- Centre number

Private/external or transferred candidates must present photographic ID to confirm identity (ICE 16.2).

For candidates wearing religious clothing:

- A **same-gender staff member** will escort the candidate to a private room.
- The candidate will be politely asked to remove the clothing for identification.
- Once confirmed, the candidate may replace the clothing and proceed to the exam (ICE 16.3).

Invigilators are briefed on candidates with **access arrangements** and made aware of the specific arrangements awarded (ICE 16.4).

If any **identification queries** arise when checking ID cards against the exam room register and the student at the desk:

- A member of SLT will confirm the student's identity to Kelly Jobson (Exams Manager) or the Lead Invigilator.

4. Roles and Responsibilities

Exams Manager – Kelly Jobson

- Ensures invigilators are trained to verify candidate identity (ICE 16.1).
- Informs private/external or transferred candidates of ID requirements (ICE 16.5).
- Communicates procedures for religious clothing identification (ICE 16.6).
- Briefs invigilators on access arrangements before each exam (ICE 16.8).

Head of Centre

- Ensures arrangements are in place for identity checks (ICE 16.2).
- Authorises senior staff (e.g. Assistant Headteacher) to assist with identification (ICE 16.3).

5. Summary of JCQ Changes – 2025/2026

SLT involvement clarified: Senior staff may assist with identity checks at the start of exams.

Reviewed by:

Kelly Jobson

September 2025

Next Review Date:

September 2026

Approved by Directors:

1 December 2025

Signed:



Lois Whitehouse
CEO



Nicky Aston
Chair of Standards